Chapter Governing Board Action & Responsibility Grid

**DECEMBER-MARCH**

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| Actions & Responsibilities | Assigned to | Date Due | ü |
| Submit chapter officer list (with contact information) to TMA-MSS Coordinator and host an onboarding meeting for your new board. | President | December |  |
| Request account balances from TMA-MSS Coordinator and speak with your local campus administration about any local chapter funds that may be available to you. | Treasurer | January |  |
| Prepare chapter budget for the year. | Treasurer  Treasurer-Elect | January |  |
| Encourage senior and/or experienced members in your campus community to apply for the Alt Delegate or Student BOT positions. Applications due Jan. 15. | ALL | January |  |
| Complete and Submit items requested for MSS Chapter Leadership Training. | President | January |  |
| Attend MSS Leadership Training. | **ALL NEWLY ELECTED GOVERNING BOARD MEMBERS ARE REQUIRED TO ATTEND TRAINING SESSION** | Jan./Feb. |  |
| Schedule Brown Bag Lunch for Spring Semester. | Vice President | Jan.– March |  |
| Attend First Tuesday at the Capitol (every odd year). | ALL | February |  |
| Work on grant applications for any community service/health outreach events that the chapter wants to put on. View the [Community Grants webpage](https://www.texmed.org/TMAFGrantInfo/) for more information. | Treasurer, Vice President, President | Jan./Feb. |  |
| Send reminder to all student members about TMA-MSS Executive Council elections held at MSS Business Meeting during TexMed in April/May. Applications due April 15. Encourage students on your leadership board to run for these positions — holding chapter leadership positions is helpful for succeeding in state leadership roles. | President/ Vice President | March |  |
| Remind chapter members to apply for TMA Board, Council, & Committee positions. Applications due April 15. Encourage students on your leadership board to run for these positions — holding chapter leadership positions is helpful for succeeding in state leadership roles. | President/Vice President | March |  |

**APRIL – May**

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| **Actions & Responsibilities** | **Assigned to** | **Date Due** | **✓** |
| Prepare travel budget for TexMed meeting in April/May. Ensure all chapter officers/members who are attending have requested excused absences to attend the conference. | Treasurer  President | April |  |
| Candidate materials for TMA-MSS Executive Council positions are due to the TMA-MSS Coordinator by April 15. | - | April |  |
| TMA Board, Council, and Committee applications are due to the TMA-MSS Coordinator by April 15. | - | April |  |
| Submit resolutions, convention committee applications, and committee reports for consideration at AMA-MSS Assembly. | AMA Delegate  AMA Alternate Delegate  President | April |  |
| Prepare chapter report for Chapter Presidents & MSS Business Meetings at TexMed. | President | April |  |
| Attend TMA and MSS meetings at TexMed:  MSS Caucus Meetings ................................................................................................................................  TMA Reference Committee Hearings ........................................................................................................  TMA House of Delegates ...........................................................................................................................  Chapter Presidents .......................................................................................................................................  MSS Business Meeting ............................................................................................................................... | TMA Delegate & Alternate Delegate  TMA Delegate & Alternate Delegate  TMA Delegate & Alternate Delegate  President  ALL CHAPTER ATTENDEES | April/May |  |
| Process travel/expense forms for members attending TexMed and submit to TMA-MSS Coordinator. | Treasurer  President | May |  |
| Prepare travel budget for AMA Annual Meeting in June. | Treasurer/President | May |  |

**JUNE - august**

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| **Actions & Responsibilities** | **Assigned to** | **Date Due** | **ü** |
| Attend AMA-MSS Annual Session Assembly. | AMA Delegate  AMA Alternate Delegate  President | June |  |
| Begin coordinating chapter MS1 recruitment activities. Plan to host a welcome meeting in July/August for MS1s. | ALL | June |  |
| Chapters in the TMA 100% student membership program should work with their school administration to acquire and submit a roster of incoming MS1s to TMA-MSS Coordinator. | President  Vice President | June |  |
| Submit [Orientation Information form](https://form.jotform.com/201635440165145), including orientation/recruitment activities, to the TMA-MSS Coordinator. | President  Vice President | June |  |
| Process travel/expense forms for members attending AMA-MSS Annual Meeting in Chicago and submit to the TMA-MSS Coordinator. | Treasurer  President | June |  |
| Schedule Business of Medicine/Leadership Summit TMA-MSS chapter meetings. | Vice President | August |  |
| Prepare travel budget for TMA Business of Medicine/Leadership Summit. | Treasurer  President | August |  |

September - DECEMBER

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| **Actions & Responsibilities** | **Assigned to** | **Date Due** | **ü** |
| Prepare chapter report for the MSS Business Meeting at TMA Business of Medicine/Leadership Summit. | President | Sept.-Oct. |  |
| Attend MSS meetings at Business of Medicine/Leadership Summit. | ALL | Sept./Oct. |  |
| Process travel/expense forms for members attending TMA Business of Medicine/Leadership Summit and submit to the TMA-MSS Coordinator. | Treasurer  President | Sept.-Oct. |  |
| Prepare for AMA-MSS Interim Conference. | AMA Delegate  AMA Alternate Delegate  President | October |  |
| Prepare chapter travel budget for AMA-MSS Interim Meeting. | Treasurer  President | October |  |
| Attend AMA-MSS Interim Conference. | AMA Delegate & AMA Alternate Delegate  President | November |  |
| Process travel/expense forms for members attending AMA-MSS Interim Conference and submit to the TMA-MSS Coordinator | Treasurer  President | December |  |
| All travel/expense forms for members for current calendar year are due! | Treasurer  President | Dec.15th |  |
| Begin organizing local chapter elections for next year’s governing board. | ALL | December |  |